

FTP Procedure

There is an FTP site located at - <https://164.119.10.37> for Local Projects to provide access to external entities to obtain documents, that are generally too large to be e-mailed, (greater than 5-6 MB) from Local Projects or for external entities to submit documents to Local Projects.

All files on the FTP Data for Local Projects folder are scheduled to be deleted each weekend. Therefore, it is important that recipients move the documents to an appropriate storage location (Falcon, server) right away.

NDOR Personnel:

Steps to FTP a Document to an External Party

- 1) Place your document in the FTP Data for Local Projects folder on the L drive - localprojects(dorimage1).
- 2) Notify the recipient the file is ready for access.

Non-NDOR Personnel:

Steps to Access a Document from the LPD FTP Site:

- 1) Access the website using this link – <https://164.119.10.37>
(If you receive a website security certificate message, select Continue to Website).
- 2) Log in on the Rhino Soft.com Serv-U site - Logon Name = lpcoo and Password = qT8dd3vw. Click OK to the consent form.
- 3) Locate the document(s) submitted by Local Projects.
- 4) Save the documents to your local drive or server.

To Upload Document(s) to the site:

- 1) Follow steps 1-2 above.
- 2) Select Upload
- 3) Browse for your document(s) and insert.
- 4) Notify recipient to retrieve the documents.